



## Meeting Minutes: May 19, 2023– 11:00 AM (REMOTE)

### 11:03 Call to Order

- Present: Nancy Armitage, Ed Behn, Allen Edinberg, Hank Rauch, Ken Salsman, Kate Storm,
- Absent: Lea MacLean
- Mr. Behn read the notice related to remote meetings and noted the meeting is being live streamed and recorded by Westborough TV.

### 11:03 Approval of Minutes: March 21, 2023, and April 13, 2023

- Ms Storm moved to approve the minutes of March 21, 2023; Ms Armitage seconded.
- Roll Call Vote: Behn – Yes, Armitage – Yes, Storm – Yes, Rauch – Yes, Salsman – Yes, Edinberg Yes. Motion passes 6-0, with 6 being present.
- Ms Storm moved to approve the minutes of April 13, 2023, noting Rockland Trust is a MHP OneMortgage partner; Mr. Rauch seconded.
- Roll Call Vote: Salsman – Yes, Rauch – Yes, Storm – Yes, Armitage – Yes, Behn – Yes, Edinberg Yes. Motion passes 6-0, with 6 being present.

### 11:05 3 Baylor Ave Project:

- Mr. Behn provided an overview of the Pre-Bid Conference and site visit, noting only one potential bidder attended the conference: Mark O'Hagan from MCO Housing. He did not attend the site visit as he felt no need to tour the home as it will be demolished. Mr. Behn noted that received a few questions and requests for information. Mr. Behn and Mr. Edinberg will provide answers to be posted as Addenda to the RFP online. All interested parties will be notified of the posting.
- One of the requests was to obtain setbacks from the property lines. Mr. Rauch contacted Jarvis, the firm that conducted the survey, and obtained this information.
- Mr. Edinberg is following up a request to confirm that reconstruction within existing setbacks is allowed by right under current zoning bylaws, meaning the permits may be issued by the Building Commissioner without obtaining ANR ("Approval Not Required") approval from the planning board, or a Special Permit from the Zoning Board of Appeals.
- Mr. Behn noted the request that the Trust provide an Asbestos Survey. He obtained two quotes from area firms, at \$1250 and \$1950. Mr. Rauch expressed concern about taking on this task, concerned it may create additional liabilities should the survey not identify all asbestos on the property. Trustees discussed that providing a survey would allow bids to be more accurate, with less padding for potential issues, and that the survey is very clear as to what samples are taken – and that there may be unknowns. Mr. Salsman noted that completing an asbestos survey is a standard practice in public projects and recommended we proceed with the survey. Ms Armitage asked and received clarification that a bidder did ask for a survey. The Trustees discussed potential liabilities, reaching consensus that the survey would not impact liabilities of the Trust.
- Mr. Edinberg moved to authorize up to \$1,250 for completion of an asbestos survey for 3 Baylor Ave. Mr. Salsman seconded.



- Roll Call Vote: Behn Storm – Yes, Armitage Storm – Yes, Salsman Storm – Yes, Storm – Yes, Rauch - Abstain, Edinberg – Yes. Motion passes 5-0-1, with 6 being present.
- Mr. Behn took the action item to order the Asbestos Survey.

#### 11:45 Bridge Subsidy Campaign – Letter of Support

- Mr. Edinberg shared a request from a coalition of affordable housing advocates pushing the State to increase emergency bridge housing subsidies for senior citizens facing eviction. The subsidies would be temporary while households complete the application and approval processes for long-term programs, such RAFT. Form to provide support: <https://tinyurl.com/bridgefy24>
- Mr. Rauch moved to authorize the Chair to register the Trust’s support for FY24 Bridge Program Funding to help prevent evictions of senior citizens waiting for affordable housing programs. Ms Armitage seconded the motion.
- Roll Call Vote: Rauch – yes, Armitage – yes, Behn – yes, Storm – yes, Salsman – yes, Edinberg – yes. Motion passed 6-0 with 6 being present.

#### 11:50 New Logo Design Review and Discussion: Passed Over

##### 11:50 Rogers Road Project:

- Mr. Rauch provided an update on the project. The WHA Board identified Maureen Johnson and Joan Pavolis as members of the working group with Mr. Rauch and Ms Storm. The working group will define the next steps for moving the project forward. Mr. Rauch noted that there is initial contact with consulting firms that could assist with the project to understand the scope required for that type of consulting engagement. Once the scope is defined, an RFP may be necessary.
- Next steps for the project, including conceptual architecture and engineering, as well as a funding plan and identifying funding sources.
- Mr. Rauch also provided an update on the on-going effort to obtain earmarks to add a lift to the building at 2 Rogers Rd, as well as fire sprinklers. Ms Storm mentioned that the WHA Board has hired a new Director.

#### 12:00 Project Updates and Discussion

##### High Street Extension and First Time Homebuyer Program: Passed Over

Expanding Responsibilities of the Trust: Mr. Edinberg shared the request from the Town Manager to meet about potentially expanding the role and responsibilities of the Trust. The meeting is schedule for May 23<sup>rd</sup>. Mr. Edinberg and Mr. Behn will attend.

Community Preservation Committee: Mr. Behn asked Trustees to consider serving as the Trust’s appointee to the Community Preservation Committee, after providing an overview of the committee and its responsibilities.

#### 12:05 Adjourn

- Ms Storm moved to adjourn; Ms Armitage seconded.
- Roll Call Vote: Storm – yes, Armitage – yes, Behn – yes, Salsman – yes, Rauch – yes, Edinberg – yes. Motion passed 6-0, with 6 being present.



## Meeting Minutes: March 21, 2023– 9:00 AM

### 9:00 Call to Order

- Present: Ed Behn, Allen Edinberg, Hank Rauch, Kate Storm (until 10:30 am), Ken Salsman
- Absent: Nancy Armitage, Lea MacLean
- Mr. Behn noted the meeting is being live streamed and recorded by Westborough TV.

### 9:02 3 Baylor Ave Project – RFP Update

- Behn proposes release date for the RFP on Monday April 3, 2023. Trustees concurred with the timing. Mr. Edinberg summarized the final round of changes to the document.
- Mr. Rauch moved to release the bid on April 3, 2023, with the following schedule considerations:
  - Using the minimum bid period allowed;
  - Close the period for questions at least 10 days before end of bid period;
  - A walkthrough will be scheduled at least 15 days prior to the close of bidding;and further
  - To authorize the Chair and Secretary to make any necessary administrative edits to the RFP, Purchase and Sale Agreement (P&S), and the Land Development Agreement (LDA).
- Mr. Salsman asked where and how the RFP will be advertised. Ms Storm suggested issuing a press release. It was noted that the RFP will be advertised through the BidNet system. Mr. Edinberg agreed to create list and will notify potentially interested parties. The Trustees walked through the RFP document to review final changes.
- Mr. Behn seconded the motion.
- Mr. Salsman suggested adding a warranty covering materials and workmanship, adding “; and to authorize the Chair and Secretary to add a warranty on workmanship to the LDA.” The Trustees agreed this should be added.
- Mr. Rauch amended his motion and Mr. Behn seconded.
- Motion carried 5-0, with 5 present.

### 9:45 Discussion of Warrant Article for Annual Town Meeting

- Mr. Behn reminded the Trustees and public of the upcoming Annual Town Meeting and our Article 19, requesting the transfer of Pulte mitigation funds to the Trust. Mr. Rauch asked if any opposition was known; Mr. Edinberg noted seeing a single post on Facebook against.
- With accumulated interest, the amount of the motion will be \$601,506.
- Mr. Edinberg was asked if the funds would go into a checking account. The funds will go into the Trust account, which earns interest.



- Mr. Behn reported that as of the end of January, the Trust has \$1,670,377 in the fund. He noted that Trusts need to demonstrate the availability of funds when working with developers on projects.
- Mr. Edinberg pointed out that these funds are from the original mitigation in the Special Permit, not the ZBA settlement.

### 9:50 Meeting with Acton Housing Authority

- Mr. Rauch and Ms Storm met with the Action Housing Authority (summary notes provided to the Trustees and attached). The AHA started with a needs assessment by analyzing the waiting list to identify Acton residents on the waiting list. The process has taken about five (5) years to date, with funds from the state, their housing trust, and other sources. 75% of the funding comes from various grants, tax credits, CPA funds. Mortgages/sale will only cover 25% of the cost. They also required a great deal of political help with state grants and legislation, working with their representatives.
- Mr. Rauch spoke with the Executive Director of WHA. He suggested creating a working group of WHA and Trust members to figure out how to move this forward. He suggested we take the next step and hire an engineering firm to create a draft plan for the site. We need to understand what can actually fit on the site, which requires engineering analysis.
- Mr. Rauch noted that the AHA hired consultant guide them through the regulatory process and to create an initial financial model for rental income. They also completed an assessment of the impact on the WHA budget and operations.
- Mr. Behn noted that the state hesitates to fund new housing authority units. Mr. Ruach noted that working with political allies, the Town passed a home rule petition to bypass Chapter 30A (prevailing wage) requirements; they also negotiated special dispensation for local preference for tenants.
- Mr. Rauch reiterated that the Trust needs to build a stronger partnership with WHA. Our next step should be to create the subcommittee. Linda Strand is arranging members for the WHA for this subcommittee.
- Ms Storm thanked Mr. Rauch for his research and efforts. She emphasized that researching and assessing needs will be a powerful tool for driving the effort.

### 10:06 Website Update

- Mr. Edinberg noted that an article at Town Meeting is to fund a platform upgrade for the Town's Website. The Trust site is a subsite and will be impacted will benefit from the upgrade is approved. If the article passes, the Trust will need to upgrade our sub-site or move to our own site.
- The estimated cost for the upgrade is estimated at \$4,000.
- Mr. Rauch moved to allocate funds to upgrade our website, pending approval of the relevant article at Annual Town Meeting. Ms Storm seconded. Motion carried 5-0, with 5 present

### 10:10 Approval of Minutes

- Mr. Rauch moved to approve the minutes as amended (corrected date in heading). Ms Storm seconded. Motion carried 5-0, with 5 present.



### 10:15 Other Business

- Ms Storm mentioned that the moratorium on evictions has expired and evictions are increasing. There is a need for help as rents are increasing and many residents will be at risk. Resources are available at the state level and through nonprofits. Ms Storm asked Trustees to consider what, if any, sustainable role can the Trust play in providing emergency rental assistance. Mr. Rauch noted that the Sudbury Trust has an emergency rental assistance program and a small repair grant program. He will research and share information with the Trustees.

### 10:20 Adjourn

- Ms Storm moved to adjourn; Mr. Rauch seconded. Motion carried 5-0, with 5 being present.

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## Meeting Minutes: April 13, 2023– 9:00 AM

### 9:00 Call to Order

- Present: Ed Behn, Allen Edinberg, Hank Rauch, Kate Storm, Nancy Armitage (9:10)
- Absent: Ken Salsman, Lea MacLean
- Mr. Behn noted the meeting is being live streamed and recorded by Westborough TV.

### 9:00 Approval of Minutes

- Passed over

### 9:02 3 Baylor Ave Project – RFP Update

- Mr. Behn provided an update. RFP was noticed on April 3, 2023, as required, and released on April 10, 2023. The schedule is as follows:
  - Pre-submittal meeting and site walk-through is on May 3, 2023, at 10:00 am, at Memorial Hall in Town Hall, to be followed by a site visit and walk-through.
  - Questions and requests are due by May 18, 2023, at 4:00 pm.
  - The Trust will respond to questions and requests by May 30, 2023.
  - June 9, 2023, at 11:00 am is the deadline for responses.
- Shab Khan, the Town's procurement officer is assisting the Trust and is managing the logistics and process.
- The meeting and site visit on May 3, 2023, will be posted as a public meeting to allow for more than three Trustees to be present.
- Mr. Edinberg contacted several organizations that may be interested in the project. He also contacted other Trusts, asking them to forward to developers who may be interested.

### 9:15 Residences at Westborough Station Court Case Update

- Mr. Behn provided a brief history of recent actions. Mr. Edinberg noted that the discovery process is underway and depositions have been requested. Mr. Behn noted that all Trust related discovery requests were responded to as appropriate.

### 9:17 Rogers Road

- Ms Storm and Mr. Rauch are scheduled to meet with Jill Dupres, a long-standing Westborough Housing Authority (WHA) board member. The meeting is to discuss creating a task force for exploring options and directions for the property. The expectation is a need for engineering and consulting services to create a plan and a financial model.



- Mr. Edinberg noted that the project in Acton successfully received waivers to bypass Chapter 30A and to provide for local preferences. He determined that wastewater allocation is not something that can be modified by home rule petition. The Trustees discussed aspects of the process and the sequencing of events for the Acton project.
- Mr. Rauch suggested the following next 3 Steps:
  - Data-Driven Needs Assessment
  - Engineering Consultant to create options and feasible project options
  - Affordable Housing Consultant for financial modeling, funding, and guidance through state and federal processes
- Mr. Edinberg noted that we may get some needs assessment information from the Senior Needs Assessment Report, due to be published shortly.

### 9:32 First Time Buyer Program

- Mr. Edinberg has had some communications with Mass Housing Partnership (MHP). MHP is currently ramping up a program using ARPA funds in several cities. MHP is unable to directly assist our program currently.
- MHP will allow us to use OneMortgage approval as a qualification for our program.
- Mr. Behn asked about the OneMortgage requirements. These are available on the MHP website.
- MHP provided guidance that down payment assistance is the easiest method of providing assistance given the complexity of mortgages and closing.
- Mr. Behn confirmed that if the assistance was a loan, it would be subordinated to other liens.
- Mr. Edinberg requested data from the Town to determine how many employees fall into the AMI ranges. The goal is to determine the optimal income levels as requirements for the program. Informally, department heads are supportive. The program must be defined so that it is not deemed an employment benefit.
- Mr. Rauch asked if Rockland Trust is partnering with MHP on their programs. Mr. Edinberg noted that MHP has a list of participating lenders.

### 9:40 Other Business

- Mr. Behn pointed out the article about the Trust in the *Community Advocate*.
- Mr. Behn recapped the positive vote for Article 19 at Annual Town Meeting. With passage, the Trust has a balance of roughly \$2,270,000 in the trust.
- Mr. Edinberg attended a Council on Aging meeting. He recapped his presentation, discussing the Rogers Road project and the termination of the eviction moratorium. The update became a 35-minute discussion across a wide range of housing and affordability issues. The recording will be posted by Westborough TV.

### 9:50 Adjourn

- Ms Storm moved to adjourn; Ms Armitage seconded. Motion passed 5-0, with 5 being present.





# PREVENT OLDER ADULTS FROM EXPERIENCING HOMELESSNESS:

SUPPORT THE ADOPTION OF AN UPSTREAM HOMELESSNESS PREVENTION INITIATIVE FOR LOW- INCOME OLDER ADULT RENTERS

Organizational Endorsers  
Agespan

Aging Services of North Central  
Massachusetts

Community Teamwork

Elder Services of Berkshire  
County

Elder Services of Cape Cod and  
the Islands

Elder Services of Worcester  
Area

Eliot Community Human  
Services

Greater Lynn Senior Services  
  
Hearth

Homeless Prevention Council  
  
Homestart, Inc.

Jewish Family and Children's  
Services

LifePath

Massachusetts Coalition for  
the Homeless

Massachusetts Councils on  
Aging

Mass Home Care Members:  
BayPath  
Berkshire County  
Boston Elder INFO  
Boston Commission  
Boston Senior Home  
Care  
Bristol  
Central Boston  
Central Mass AAA  
Coastline  
Ethos  
Greater Springfield  
Highland Valley  
HESSCO  
LifePath  
Merrimack Valley  
Montachusett  
Mystic Valley  
North Shore  
Somerville-Cambridge

Endorsers continued on back

## The Problem

Low-income older adults' fixed incomes have not kept pace with rising housing costs seen throughout all regions of the Commonwealth, this has been especially burdensome for this population, resulting in more older adults facing displacement from their homes.

- Homelessness among older adults is expected to nearly triple by 2030. [1]
- Over the next 16 years, households in their 80s will be the fastest growing age group. {2}
- The number of retirement-age households facing cost burdens has reached an all-time high.[3]
- Older households with very low incomes are expected to climb sharply as the population ages. [4]
- 61.7% of the Commonwealth's residents older than 65 who live alone do not have enough income to cover basic expenses such as housing, food, and health care. It is even more dire for older adults of color: 91% of Latinx, 78% of Asian American, and 72% of African American older adults living alone cannot cover their basic expenses. [5]

## The Solution

- Provide \$10 million in state budget to create bridge subsidies for up to 1,000 older adults facing housing instability to allow them to remain in place while they await approval for state-funded public housing or a subsidy through the Massachusetts Rental Voucher Program. Low-income older adults participating in the bridge subsidy program would pay 30% of their income towards rent, with the bridge subsidy making up the difference in the total rent, up to 110% of the fair market rent. The bridge subsidy program would be administered by the Executive Office of Elder Affairs (EOEA) in collaboration with the Department of Housing and Community Development (DHCD).
- Embed a housing stability screening tool into the Common Housing Application for Massachusetts Programs (CHAMP) that would be taken at the time an older adult applies for state-funded senior housing through DHCD.
- Provide funding through EOEA to contract with a nonprofit agency (or agencies) that would take on the task of reviewing the housing stability screenings, as well as offer older adults legal aid assistance and access to Housing Advocates to ensure that at-risk older adults receive ongoing housing stabilization assistance until they move into state-funded senior housing or other safe, permanent housing.

1 National Low Income Housing Coalition  
2, 3, 4 "Housing America's Older Adults" Joint Center for Housing Studies at Harvard University  
5 "Living Below the Line, Economic Insecurity and Older Americans", UMass McCormack Graduate School of Public Policy



Organizational Endorsers Continued

Mass Home Care Members (cont.):

South Shore

Springwell

Tri-Valley

WestMass Elder Care

Worcester Area

Massachusetts Law Reform Institute

Massachusetts Senior Action Council

Minuteman Senior Services

Old Colony Elder Services

SeniorCare Inc.

South Shore Elder Services

Somerville Community Corporation

Somerville Office of Housing Stability

Western MA Network to End Homelessness